

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: March 11, 2009

LEAVE ACCOUNTING LETTER #09-004  
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services Division

RE: **VACATION ACCRUAL RATES - RANK AND FILE TO EXCLUDED POSITIONS**

The State Controller's Office CLAS Unit has recently received several phone calls from departments inquiring about employees who moved from R06 to S06 positions with less than 37 months of state service and whose Vacation accrual rate changed from 8 to 7 hours per month.

According to DPA Rule 599.739.2, "When the movement of an employee from a represented to a nonrepresented position would result in a reduction of the employee's rate of vacation credit accrual, the employee shall continue to receive credit for vacation at his/her former rate, until the employee qualifies for an accrual rate under Government Code section 19858.1(c) that equals or exceeds that rate".

When an employee is appointed to an excluded position from a represented position and her/his Vacation accrual rate is reduced, a non-standard rate should be established by the departments using the B70 Non-Standard Rate Maintenance Screen in CLAS. Once the employee becomes entitled to the next accrual rate, the non-standard rate must have an end date entered using the B70 Non-Standard Rate Maintenance Screen, in order for the standard rate to post. Departments should keep track of those employees with a non-standard rate to ensure that when an employee is eligible for a rate change the non-standard rate is ended.

The CLAS Unit has established non-standard rates of 8 hours and corrected past accruals for all S06 employees who meet the above conditions. We will notify the affected departments so they may track the accrual rate change date.

The non-standard rates were updated prior to the March 11, 2009 Monthly Accrual Cycle. If an employee is appointed to an S06 position after March 11, 2009, departments will be responsible for establishing the non-standard rate using the B70 Non-Standard Rate Maintenance Screen, when applicable.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:HM:CLAS